

# AMERICANS WITH DISABILITIES ACT (ADA) CHECKLIST FOR EXISTING FACILITIES FORM

AGENCY NAME: \_\_\_\_\_

AGENCY NUMBER:  (Leave agency number blank if new branch or new provider)

PHYSICAL ADDRESS OF SITE REVIEWED:

Street:		
City:	State:	Zip Code:

Name of Person Completing Form:	
Signature of Person Completing Form:	Date of Signature:  / /

Return completed form to:

\_\_\_\_\_, Certification Specialist

Certification Section  
DSHS/DASA  
PO Box 45330  
Olympia, WA 98504-5330

Revised August 1, 2003 (W-998)

# Checklist for Existing Facilities

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of Americans.

**By January 26, 1992**, architectural and communication barriers must be removed in public areas of existing facilities when their removal is **readily achievable**-in other words, easily accomplished and able to be carried out without much difficulty or expense. Public accommodations that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)-such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to

carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of this Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Accessibility Guidelines (ADAAG). However, keep in mind that full compliance with ADAAG is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. Whenever possible, ADAAG should be used in making readily achievable modifications. If complying with ADAAG is not readily achievable, you may undertake a modification that does not fully comply with ADAAG, as long as it poses no health or safety risk.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The

barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## **What this Checklist is *Not***

This checklist does not cover all of ADAAG's requirements; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. ADAAG should be consulted for guidance in situations not covered here.

The checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## **Priorities**

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

**Priority 1:** Accessible **entrance** into the facility

**Priority 2:** Access to **goods and services**

**Priority 3:** Access to **rest rooms**

**Priority 4:** Any **other measures** necessary

## **How to Use this Checklist**

**Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

**Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

**Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and flexible steel tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

**Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

**Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them

out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that are readily achievable.

**Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

**Make Changes:** Implement changes as planned. Always refer directly to ADAAG and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of ADAAG are listed at the beginning of each group of questions. If you need help understanding the federal, state or local

requirements, contact your Disability and Business Technical Assistance Center.

**Follow up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the ADAAG or other information from the U.S. Department of Justice, call: (202) 514-0301 Voice, (202) 514-0381 TDD, (202) 514-0833 TDD. For technical questions, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
<b>Priority 1:</b> <b>Accessible Entrance</b> People with disabilities should be able to arrive on the site, approach the building, and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including people with disabilities.				
<b>Path of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)</b>				
Is there a path of travel that does not require the use of stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add a ramp if the path of travel is interrupted by stairs. <input type="checkbox"/> Add an alternative pathway on level. Projected date of corrective action implementation: ____ / ____ / ____
Is the path of travel stable, firm, and slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Repair uneven paving. <input type="checkbox"/> Fill small bumps and breaks with beveled patches. <input type="checkbox"/> Replace gravel with hardtop. Projected date of corrective action implementation: ____ / ____ / ____
Is the path at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Change or move landscaping furnishing, or other features that narrow the path of travel. <input type="checkbox"/> Widen pathway. Projected date of corrective action implementation: ____ / ____ / ____
Can a person detect all objects protruding into the path with a visual disability using a cane?  <b>In order to be detected</b> using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move or remove protruding objects. <input type="checkbox"/> Add a cane-detectable base that extends to the ground. <input type="checkbox"/> Place a cane-detectable object on the ground underneath as a warning barrier. Projected date of corrective action implementation: ____ / ____ / ____
Do curbs on the pathway have curb cuts at drives, parking, and drop-offs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install curb cut. <input type="checkbox"/> Add small ramp up to curb. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
<b>Ramps (ADAAG 4.8)</b>				
<p>Are the slopes of ramps no greater than 1:12</p> <p><b>Slope is given as a ratio of the height to the length.</b> 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Lengthen ramp to decrease slope.</p> <p><input type="checkbox"/> Relocate ramp.</p> <p><input type="checkbox"/> If available space is limited, reconfigure ramp to include switchbacks.</p> <p>Projected date of corrective action implementation: ____ / ____ / ____</p>
Do all ramps longer than 6 feet have railings on both sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Add railings.</p> <p>Projected date of corrective action implementation: ____ / ____ / ____</p>
Are railings sturdy, and between 34 and 38 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Adjust height of railings.</p> <p><input type="checkbox"/> Secure handrails.</p> <p>Projected date of corrective action implementation: ____ / ____ / ____</p>
Is the width between railings at least 36 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Relocate the railings.</p> <p><input type="checkbox"/> Widen the ramp.</p> <p>Projected date of corrective action implementation: ____ / ____ / ____</p>
Are ramps non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Add non-slip surface material.</p> <p>Projected date of corrective action implementation: ____ / ____ / ____</p>
<p>Is there a 5 foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?</p> <p>The ramp should rise no more than 30 inches between landings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Remodel or relocate ramp.</p> <p>Projected date of corrective action implementation: ____ / ____ / ____</p>

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA											
<b>Parking and Drop-Off Areas (ADAAG 4.6)</b>														
<p>Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):</p> <table border="0"> <tr> <td>Total spaces</td> <td>Accessible</td> </tr> <tr> <td>1 to 25</td> <td>1 space</td> </tr> <tr> <td>26 to 50</td> <td>2 spaces</td> </tr> <tr> <td>51 to 75</td> <td>3 spaces</td> </tr> <tr> <td>76 to 100</td> <td>4 spaces</td> </tr> </table>	Total spaces	Accessible	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Reconfigure a reasonable number of spaces by repainting stripes. Projected date of corrective action implementation: ____ / ____ / ____</p>
Total spaces	Accessible													
1 to 25	1 space													
26 to 50	2 spaces													
51 to 75	3 spaces													
76 to 100	4 spaces													
<p>Are 16-foot-wide-spaces, with 98 inches of vertical clearance, available for lift-equipped vans?</p> <p><b>At least one of every 8 accessible spaces</b> must be van-accessible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Reconfigure to provide a reasonable number of van-accessible spaces. Projected date of corrective action implementation: ____ / ____ / ____</p>										
Are the accessible spaces closest to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Reconfigure spaces. Projected date of corrective action implementation: ____ / ____ / ____</p>										
Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Add signs, placed so that cars do not obstruct them. Projected date of corrective action implementation: ____ / ____ / ____</p>										
Is there an enforcement procedure to ensure that only those who need it use accessible parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Implement a policy to check periodically for violators and report them to the proper authorities. Projected date of corrective action implementation: ____ / ____ / ____</p>										

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
<b>Entrance (ADAAG 4.13, 4.14)</b>				
If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? <b>Do not use a service entrance as the accessible entrance</b> unless there is no other option.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. Make sure there is accessible parking near accessible entrances. Projected date of corrective action implementation: ____ / ____ / ____
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install signs at or before inaccessible entrances. Projected date of corrective action implementation: ____ / ____ / ____
Can the alternate accessible entrance be used independently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Eliminate as much as possible the need for assistance to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example. Projected date of corrective action implementation: ____ / ____ / ____
Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Widen the door. <input type="checkbox"/> Install offset (swing-clear) hinges. Projected date of corrective action implementation: ____ / ____ / ____
Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? <b>A person using a wheelchair</b> needs this space to get close enough to open the door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Remove or relocate furnishings, partitions, or other obstructions. <input type="checkbox"/> Move door. <input type="checkbox"/> Add power-assisted door opener. Projected date of corrective action implementation: ____ / ____ / ____
Is the threshold level (less than 1/4 inch) or beveled, up to 1/2 inch high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If there is a single step with a raise of 6 inches or less, add a short ramp. <input type="checkbox"/> If there is a high threshold, remove it or add a bevel. Projected date of corrective action implementation: ____ / ____ / ____



## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Are doormats 1/2 inch high or less, and secured to the floor at all edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace or remove mats. <input type="checkbox"/> Secure mats at edges. Projected date of corrective action implementation: ____ / ____ / ____
Is the door handle no higher than 48 inches and operable with a closed fist?  <b>The “closed fist” test for handles and controls:</b> Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace inaccessible knob with a lever or loop handle. <input type="checkbox"/> Retrofit with an add-on lever extension. Projected date of corrective action implementation: ____ / ____ / ____
Can doors be opened without too much force (maximum is 5 lbs)  <b>You can use a fish scale</b> to measure the force required to open a door. Attach the hook of the scale to the doorknob or handle. Pull on the ring end of the scale until the door opens, and read off the amount of force required. If you do not have a fish scale, you will need to judge subjectively whether the door is easy enough to open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust the door closers and oil the hinges. <input type="checkbox"/> Install power-assisted door openers. <input type="checkbox"/> Install lighter doors. Projected date of corrective action implementation: ____ / ____ / ____
If the door has a closer, does it take at least 3 seconds to close?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust door closer. Projected date of corrective action implementation: ____ / ____ / ____
<b>Emergency Egress (ADAAG 4.1.3 (14), 4.28)</b>				
Do all alarms have both flashing lights and audible signals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install visible and audible alarms. Projected date of corrective action implementation: ____ / ____ / ____
Is there sufficient lighting in egress pathways such as stairs, corridors, and exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Upgrade, add, or clean bulbs or fixtures. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
<b>Priority 2:</b> <b>Access to Goods and Services</b> Ideally, the layout of the building should allow people with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available upon request.				
<b>Horizontal Circulation (ADAAG 4.3)</b>				
Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add ramps or lifts. <input type="checkbox"/> Make another entrance accessible. Projected date of corrective action implementation: ____ / ____ / ____
Are all public spaces on an accessible path of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide access to all public spaces along an accessible path of travel. Projected date of corrective action implementation: ____ / ____ / ____
Is the accessible route to all public spaces at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room. Projected date of corrective action implementation: ____ / ____ / ____
Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings, displays, and equipment. Projected date of corrective action implementation: ____ / ____ / ____
<b>Doors (ADAAG 4.13)</b>				
Do doors into public spaces have at least a 32-inch clear opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install offset (swing-clear) hinges. <input type="checkbox"/> Widen doors. Projected date of corrective action implementation: ____ / ____ / ____
On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair can get near to open the door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reverse the door swing if it is safe to do so. <input type="checkbox"/> Move or remove obstructing partitions. Projected date of corrective action implementation: ____ / ____ / ____
Can doors be opened without too much force (5 lbs maximum)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust or replace closers. <input type="checkbox"/> Install lighter doors. <input type="checkbox"/> Install power-assisted door openers. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Are door handles 48 inches high or less and operable with a closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower handles. <input type="checkbox"/> Replace inaccessible knobs or latches with lever or loop handles. <input type="checkbox"/> Retrofit with add-on lever extensions. <input type="checkbox"/> Install power-assisted door openers. Projected date of corrective action implementation: ____ / ____ / ____
Are all thresholds level (less than 1/4 inch), or beveled, up to 1/2 inch high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Remove thresholds. <input type="checkbox"/> Add bevels to both sides. Projected date of corrective action implementation: ____ / ____ / ____
<b>Rooms and Spaces (ADAAG 4.2, 4.4, 4.5, 4.30)</b>				
Are all aisles and pathways to all goods and services at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings and fixtures to clear aisles. Projected date of corrective action implementation: ____ / ____ / ____
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishing to clear more room. Projected date of corrective action implementation: ____ / ____ / ____
Is carpeting low-pile, tightly woven, and securely attached along edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secure edges on all sides. <input type="checkbox"/> Replace carpeting. Projected date of corrective action implementation: ____ / ____ / ____
Do signs designating permanent rooms and spaces, such as rest room signs, exit signs, and room numbers; comply with the appropriate requirements for accessible signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide signage that has raised and brailled letters, complies with finish and contrast standards, and is mounted at the correct height and location. Projected date of corrective action implementation: ____ / ____ / ____
In routes through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or protruding less than 4 inches from the wall), or are they higher than 80 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Remove obstacles. <input type="checkbox"/> Install furnishing, planters, or other cane-detectable barriers underneath the obstacle. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Are all controls that are available for use by the public (including electrical, mechanical, window, cabinet, game, and self-service controls) located at an accessible height?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Relocate controls. Projected date of corrective action implementation: ____ / ____ / ____
<b>Reach ranges:</b> The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches.				
Are they operable with a closed fist?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace controls. Projected date of corrective action implementation: ____ / ____ / ____
<b>Seats, Tables, and Counters (ADAAG 4.2, 4.32)</b>				
Are the aisles between chairs or tables at least 36 inches wide?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange chairs or tables to provide 36-inch aisles. Projected date of corrective action implementation: ____ / ____ / ____
Are the spaces for wheelchair seating distributed throughout?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange tables to allow room for wheelchairs in seating areas throughout the area. <input type="checkbox"/> Remove some fixed seating. Projected date of corrective action implementation: ____ / ____ / ____
Are the tops of tables or counters between 28 and 34 inches high?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower at least a section of high tables and counters. Projected date of corrective action implementation: ____ / ____ / ____
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace or raise tables. Projected date of corrective action implementation: ____ / ____ / ____
<b>Vertical Circulation (ADAAG 4.3)</b>				
Are there ramps or elevators to all levels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install ramps and/or elevators to all levels. Projected date of corrective action implementation: ____ / ____ / ____
On each level, if there are stairs between	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Post clear signs directing people along an accessible route to

**QUESTIONS**

**POSSIBLE SOLUTIONS**

the entrance and/or elevator and essential public areas, is there an accessible alternate route?			ramps, lifts, or elevators. Projected date of corrective action implementation:____/____/____
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## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
<b>Stairs (ADAAG 4.9)</b>				
Do treads have a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add non-slip surface to treads. Projected date of corrective action implementation: ____ / ____ / ____
Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add or replace handrails. Projected date of corrective action implementation: ____ / ____ / ____
<b>Elevators (ADAAG 4.10)</b>				
Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install visible and verbal or audible signals. Projected date of corrective action implementation: ____ / ____ / ____
Are the call buttons in the hallway no higher than 42 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower call. <input type="checkbox"/> Provide a permanently attached reach stick. Projected date of corrective action implementation: ____ / ____ / ____
Do the controls outside and inside the cab have raised and Braille lettering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install raised lettering and Braille next to buttons. Projected date of corrective action implementation: ____ / ____ / ____
Is there a sign on the jamb at each floor identifying the floor in raised and Braille letters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install tactile signs to identify floor numbers, at a height of 60 inches from floor. Projected date of corrective action implementation: ____ / ____ / ____
Is the emergency intercom usable without voice communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace communication system. Projected date of corrective action implementation: ____ / ____ / ____
Are there Braille and raised-letter instructions for the communication system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add simple tactile instructions. Projected date of corrective action implementation: ____ / ____ / ____
<b>Lifts (ADAAG 4.2)</b>				
Can the lift be used without assistance? If not, is a call button provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> At each stopping level, post clear instructions for use of the lift. Projected date of corrective action implementation: ____ / ____ / ____
Is there at least 30 by 48 inches of clear space for a person using a wheelchair to approach to reach the controls and use the lift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings and equipment to clear more space. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move controls. Projected date of corrective action implementation: ____ / ____ / ____
<b>Priority 3:</b> <b>Usability of Rest Rooms</b>  When rest rooms are open to the public, they should be accessible to people with disabilities. Closing a rest room that is currently open to the public is not an allowable option.				
<b>Getting to the Rest Rooms (ADAAG 4.1)</b>				
If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reconfigure rest room. <input type="checkbox"/> Combine rest rooms to create one unisex accessible rest room. Projected date of corrective action implementation: ____ / ____ / ____
Are there signs at inaccessible rest rooms that give directions to accessible ones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install accessible signs. Projected date of corrective action implementation: ____ / ____ / ____
<b>Doorways and Passages (ADAAG 4.2, 4.13)</b>				
Are there tactile signs identifying rest rooms?  <b>Mount signs on the wall</b> , on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add accessible signage, placed to the side of the door (not on the door itself). <input type="checkbox"/> If symbols are used, add supplementary verbal signage. Projected date of corrective action implementation: ____ / ____ / ____
Is the doorway at least 32 inches clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install offset (swing-clear) hinges. <input type="checkbox"/> Widen the doorway. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower handles. <input type="checkbox"/> Replace knobs or latches with lever or loop handles. <input type="checkbox"/> Add lever extensions. <input type="checkbox"/> Install power-assisted openers. Projected date of corrective action implementation: ____ / ____ / ____
Can doors be opened easily (5 lbs maximum force)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust or replace closers. <input type="checkbox"/> Install lighter doors. <input type="checkbox"/> Install power-assisted door openers. Projected date of corrective action implementation: ____ / ____ / ____
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?  <b>A person using a wheelchair</b> needs 36 inches of clear width for forward movement, and a 5-foot diameter clear space or a T-shaped space to make turns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings such as chairs and trash cans. <input type="checkbox"/> Remove inner door if there is a vestibule with two doors. <input type="checkbox"/> Move or remove obstructing partitions. Projected date of corrective action implementation: ____ / ____ / ____
Is there a 36-inch wide path to all fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Remove obstructions. Projected date of corrective action implementation: ____ / ____ / ____
<b>Stalls (ADAAG 4.17)</b>				
Is the stall door operable with a closed fist, inside and out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace inaccessible knobs with lever or loop handles. <input type="checkbox"/> Add lever extensions. Projected date of corrective action implementation: ____ / ____ / ____
Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move or remove partitions. <input type="checkbox"/> Reverse the door swing if it is safe to do so. Projected date of corrective action implementation: ____ / ____ / ____



## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move or remove partitions. <input type="checkbox"/> Reverse the door swing if it is safe to do so. Projected date of corrective action implementation: ____ / ____ / ____
In the accessible stall, are there grab bars behind and on the sidewall nearest to the toilet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add grab bars. Projected date of corrective action implementation: ____ / ____ / ____
Is the toilet seat 17 to 19 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add raised seat. Projected date of corrective action implementation: ____ / ____ / ____
<b>Lavatories (ADAAG 4.19, 4.24)</b>				
Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?  <b>A maximum of 19 inches of the required depth may be under the lavatory</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings. <input type="checkbox"/> Replace lavatory. <input type="checkbox"/> Replace lavatory. <input type="checkbox"/> Remove or alter cabinetry to provide space underneath. <input type="checkbox"/> Make sure hot pipes are insulated. <input type="checkbox"/> Move a partition or wall. Projected date of corrective action implementation: ____ / ____ / ____
Is the lavatory rim no higher than 34 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust or replace lavatory. Projected date of corrective action implementation: ____ / ____ / ____
Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust or replace lavatory. Projected date of corrective action implementation: ____ / ____ / ____
Can the faucet be operated with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace faucet handles with paddle type. Projected date of corrective action implementation: ____ / ____ / ____
Are soap and other dispensers and hand dryers 48 inches high or less and usable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower dispensers. <input type="checkbox"/> Replace with or provide additional accessible dispensers. Projected date of corrective action implementation: ____ / ____ / ____
Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower or tilt down the mirror. <input type="checkbox"/> Replace with larger mirror. Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
<b>Priority 4: Additional Access</b>				
When amenities such as public telephones and drinking fountains are provided to the general public, they should also be accessible to people with disabilities.				
<b>Drinking Fountains (ADAAG 4.15)</b>				
Is there a least one fountain with clear floor space of at least 30 by 48 inches in front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Clear more room by rearranging or removing furnishings. Projected date of corrective action implementation: ____ / ____ / ____
Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high. <input type="checkbox"/> Provide an accessible water cooler. Projected date of corrective action implementation: ____ / ____ / ____
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace the controls. Projected date of corrective action implementation: ____ / ____ / ____
Does the fountain protrude no more than 4 inches into the circulation space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Place a planter or other cane- detectable barrier on each side at floor level. Projected date of corrective action implementation: ____ / ____ / ____
<b>Telephones (ADAAG 4.30, 4.31)</b>				
If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move furnishings. <input type="checkbox"/> Replace booth with open station. Projected date of corrective action implementation: ____ / ____ / ____
Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower telephone. Projected date of corrective action implementation: ____ / ____ / ____
Does the phone protrude no more than 4 inches into the circulation space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Place a cane-detectable barrier on each side at floor level. Projected date of corrective action implementation: ____ / ____ / ____
Does the phone have push-button controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contact phone company to install push buttons. Projected date of corrective action implementation: ____ / ____ / ____
Is the phone hearing aid compatible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contact phone company to add an induction coil (T-switch). Projected date of corrective action implementation: ____ / ____ / ____

## QUESTIONS

## POSSIBLE SOLUTIONS

	YES	NO	NA	
Is the phone adapted with volume control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contact the phone company to add volume control. Projected date of corrective action implementation: ____ / ____ / ____
Is the phone with volume control identified with appropriate signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add signage. Projected date of corrective action implementation: ____ / ____ / ____
Is one of the phones equipped with a text telephone (TT or TDD)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install a text telephone. <input type="checkbox"/> Have a portable text telephone available. Projected date of corrective action implementation: ____ / ____ / ____
Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add signage. Projected date of corrective action implementation: ____ / ____ / ____

### Privacy Notice

This notice is provided in compliance with Governor's Executive Order 00-03 and addresses the collection, use, security, and access to information obtained by your submission of this application or request.

DASA requires an applicant who is applying for certification to provide chemical dependency services as a sole proprietor to submit a Federal Employer Tax Identification Number or their personal Social Security Number. The number is used to identify a specific person or legal entity that owns a specific business.

DASA also requires an applicant to submit the name, address, and telephone number for each owner of 5% or more of the organizational assets. Additionally, we require owners and the administrator to submit copies of the results of a criminal background check conducted by the Washington State Patrol. This information will be used to determine whether a specific person is a qualified applicant under WAC 388-805-065.

Applicants may decide to provide personal contact information (address, or telephone number) in lieu of business contact information. Addresses and telephone numbers identified as personal information and criminal background checks may be disclosed to parties outside of the department without written consent of the involved party.

All information collected as a part of the application or a request for departmental approval is collected for considering applicant and provider compliance with applicable regulations related to their requests. All information is considered public information, and may be made available to anyone submitting a proper public information request unless exempted by the Public Information Disclosure Act under Revised Code of Washington 42.17.310(1).

Information may be retained for the period of provider certification to include any subsequent changes in provider ownership. The department will retain records for up to six years following the voluntarily cancellation of certification, and indefinitely in cases of involuntary cancellation, revocation, or suspension of certification. Information will be destroyed after that time.

## QUESTIONS

## POSSIBLE SOLUTIONS

Persons submitting information have the right to review personal information on file with the department. You can recommend changes to your personally identifiable information you believe to be inaccurate by submitting a written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections.

Please contact Bob Geissinger if you have any questions or concerns. Contact information is provided with this application.